



State of Louisiana

JAY DARDEEN
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIREÉ W. HONORÉ¹
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-004

TO: Lt. Governor, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, PHR Human Resources Director

SUBJECT: Student Status Update

DATE: January 24, 2011

In order to retain eligibility for State employment, student employees are required to verify their **full-time** student status at the beginning of the spring and fall semesters.

Please have each student in your agency update the attached Application for Student Employment (SF-10D) and obtain school certification. Certified applications should be returned to the Human Resources Office no later than February 18, 2011.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

RND:cm
Attachment
c: Personnel Liaison

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